

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company Name or Organization]  
[Company Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],  
I am writing to express my interest in the [Job Title] position at [Company/Organization Name] as advertised on [where you found the job posting]. With a background in [your field/industry] and relevant experience in [specific skills or experiences related to the job], I am excited about the opportunity to contribute to your team.  
In my previous role at [Your Previous Company/Organization], I successfully [describe a relevant achievement or responsibility that aligns with the job]. This experience honed my skills in [specific skills/technologies], which I believe will be beneficial for [specific responsibilities or challenges in the new job].  
I am particularly drawn to this position at [Company/Organization Name] because [mention something specific about the company or its mission that resonates with you]. I am eager to bring my expertise in [your specialized area] and collaborate with your team to achieve [company goals or projects].  
Enclosed is my resume, which provides further detail about my qualifications. I welcome the opportunity to discuss how my background, skills, and enthusiasms can contribute to the continued success of [Company/Organization Name].  
Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.  
Sincerely,  
[Your Name]